

Template for Reviews for Young People in Custody

It is recommended that the following template is used when chairing and recording initial custody reviews and any subsequent reviews, reference should be made to [Information Sheet 44](#) produced by the Children and Young People’s Centre for Justice (CYCJ) for further information. The usual template will continue to be used for cases where the Integrated Case Management (ICM) process is triggered.

It is the Lead Professional’s responsibility to arrange reviews and take a minute of these. The format and method used to record will be decided by each local authority but should always be in a format which can be shared with the young person and relevant others, particularly the Personal Officer and Named Person. This template is for reviews only, it does not replace the Young Person’s Assessment and Child’s Plans, should be updated after each review and shared with the young person and relevant others.

Young Offenders Institutions have given a commitment to Personal Officers attending all Initial Custody Reviews and Pre-release Meetings. For other reviews, a decision regarding Personal Officers attendance will be made on a case-by-case basis. Regular communication should be maintained between the lead professional and personal officer via telephone and/or e-mail.

Where there is an assessment and Child’s Plan this should be shared in advance of the meeting via the SPS secure email. CJSWRs should be submitted via CJSWR@sps.pnn.gov.uk, with the Child’s Plan being sent to PolmontICM@prisons.gov.scot.

Date of Meeting:

Purpose of Meeting	Initial Custody	Review	Pre-Release meeting	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Date of Admission	Earliest date of liberation	HDC Liberation Date	First time in Custody
Legal Status at point of custody	Future court dates	Child’s Plan shared?	<input type="checkbox"/>
Care status		If not – reason	<input type="checkbox"/>
		CJSWR shared?	<input type="checkbox"/>
		If not – reason	<input type="checkbox"/>

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Personal Details			
Reference Numbers	Prisoner Number		Social Work Reference
	National Insurance		Other
Name			
Date of Birth		Age	
Gender		Ethnic Origin	
Preferred Language		Religion	
Disability			
Community Address		
Parent/Carer/Trusted Person Details			
Dependent Children			
School/College/Training Provider			
General Practitioner			
Named Person	Name: Address: Telephone: E-mail address:		
Lead Professional	Name: Address: Telephone:		

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	E-mail address:
Personal Officer	Name: Address: Telephone: E-mail address:

Practical Arrangements (select all discussed)

E-mail a Prisoner	<input type="checkbox"/>	Suitability for HDC	<input type="checkbox"/>	Suitability for Supervised Bail	<input type="checkbox"/>
Positive Futures Plan	<input type="checkbox"/>	Family Liaison Officer	<input type="checkbox"/>	Other	<input type="checkbox"/>

Details:

Health & Wellbeing (consider physical and mental health, is contact with a health provider required, medication, alcohol and substance use, housing issues, areas of vulnerability etc)

Family/Personal Relationships & Contact (awareness of how to contact family, including children and friends, any risks posed from others in custody or visitors etc)

Structure, Routine & Opportunities in custody (consider challenges and barriers which contributed to custody and how these can start to be addressed, recreational opportunities, programmes, links with outside agencies etc)

Legal (representation, level of contact, court dates, outstanding matters, care status etc)

Exit Planning, Positive Supports & Protective Factors (outcomes to be achieved, motivation, pro social supports including family, housing, life skills work undertaken, education/training/employment opportunities, health services including GP registration, finances etc)

Contingency Planning

Date/Time of Next Review

Attendee & Distribution List

Name	Relationship to Young Person	Attended Yes/No	To receive minute Yes/No	Contact Details	Agreed frequency of contact



centre for youth
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www.cycj.org.uk

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